

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 54**  
**MARCH 16, 2011 – WORK SESSIONS**

**Public Works**  
**Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, March 16, 2011, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** **Angie Homola, Chair**  
**Helen Price Johnson, Member**  
**Kelly Emerson, Member**

**Staff:** **Pam Dill**

**Staff Present:** **Bill Oakes, Director, Jack Taylor, Dave Bonvouloir, Steve Marx, Donna Keeler**

**Others Present:** **Elaine Marlow, Budget Director, Rufus Rose**

Record Part 1 @00:20

**Administration**

**Subject:** **PAA**

**Attachment:** none

**Proposed Action:** Approval for PAA for Emergency Management Manager position – replacement position.

**Follow up:** Okay with Board.

**Roads**

**Subject:** **Annual CRAB Reports**

**Attachment:** Certifications for 2010

**Proposed Action:** **Annual Certification for Calendar Year 2010**

**Follow Up:** Okay with Board to move forward to Monday's agenda.

**Subject:** **Discuss Purchase of 2009 Paint & Beads supplies**

**Attachment:** POs, state contracts & current info

**Proposed Action:** Purchase Order No. 9241 – Alpine Products, Inc.; White & Yellow Waterborne Traffic Marking Paint; \$158,035.13 (incl WSST); Purchase Order No. 9242 – Alpine Products, Inc.; Glass Beads Type 1 for Traffic Marking Paint; \$37,410.19 (incl WSST)

**Follow up:** Okay with Board to move forward to Monday's agenda.

**Subject:** **Discuss Call for Bids for 2011 Culvert Supplies**

**Attachment:** Bid Specs & Proposal

**Proposed Action:** Bill requested authorization to call for bids for 2011 culvert supplies.

**Follow up:** Okay with Board to move resolution forward to Monday's agenda.

**Subject:** **Amendment to TIP 2011-2016**

**Attachment:** Memo & TIP Amendment

**Proposed Action:** Proposed amendment to the 2011 TIP to adjust funding amounts for intersection improvements at East Camano Drive and McElroy Drive on Camano Island; Federal STP-R Funds from \$650,000 to \$700,000; local agency funds from \$145,000 to \$110,000.

**Follow up:** Okay with Board to move forward to Monday's agenda.

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**Solid Waste**

**Subject:** On-Call Agreement for Hydrogeology – Earth Science Strategies Consulting, Inc.  
**Attachment:** yes

**Proposed Action:** Earth Science Strategies Consulting, Inc.; On-Call consultant Agreement for hydrogeology, gas extraction, and related environmental issues 2011-2015; Maximum Amount Payable: \$125,000.00.

**Follow up:** Okay with Board to move forward to Monday's agenda.

**Island County Treasurer  
Summary Minutes**

Work Session was held between the County Commissioners and the Treasurer on Wednesday, March 16, 2011, at 9:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Present:** Jill Smith, Wanda Grone

**Others Present:** Elaine Marlow, Budget Director, Rufus Rose

Record Part 1 @26:40

**Subject:** Sale of Tax Title Property, Property ID# 169748

**Attachment:** yes

**Proposed Action:** This property was part of the 2010-2011 foreclosure auction, but did not sell. Per RCW 36.35.150, Tax Title property can be sold to an interested party within 12 months of the foreclosure auction, without undergoing an additional bid process, for an amount equal to at least the minimum bid, which includes all unpaid taxes, interests, penalties and costs. The minimum bid for this property is \$1,797.87. The assessed value of the property is \$665.00.

**Follow up:** Okay with Board to bring forward to Monday's agenda.

**WSU / Extension Services  
Summary Minutes**

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, March 16, 2011, at 9:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Staff Present:** Tim Lawrence, Director, Thane Tupper

**Others Present:** Elaine Marlow, Budget Director, Rufus Rose, Steve Erickson

Record Part 1 @36:40

**Subject:** Waiver of Competitive Solicitation

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**Attachments:** yes

**Proposed Action:** Approval to waive the competitive solicitation procurement process for an agreement between Island County and Pat Cole Wildlands Management for control and eradication of Spartina within Island County.

**Follow up:** Okay with Board to move forward to Monday's agenda.

**Subject: Presentation on infestation of Hairy Willow-Herb in Island County**

**Attachments:** none

**Proposed Action:** Thane Tupper, Island County Noxious Weed Control Program Coordinator, briefed the Board on infestation of Hairy Willow-Herb in Island County.

**Assessor**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Assessor on Wednesday, March 16, 2011, at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Present:** Mary Engle, Assessor

**Others Present:** Elaine Marlow, Budget Director

Record Part 1 @57:02

**Subject: Marshall and Swift electronic tables purchase**

**Attachment:** none

**Information:** Request pulled from agenda; defeats the purpose of increased efficiency in the Assessor's office as it will not work with True Automation system.

**Subject: Certification and mailing of levies and taxes**

**Attachment:** none

**Information:** Delay in certification and mailing of levies and taxes due to problems with the file that was sent to Master Touch. The statements should be in the mail by the beginning of next week.

Levy information:

- Taxes went down about 2.4%
- Assessed value went down 10.79%
- Tax rates went up by about 9%

**Subject: Open Timber – Mr. Lukehart**

**Attachment:** none

**Information:** Open Timber application that was received in 2009 approved in 2010 and should have been reflected on the first half of the taxpayers 2011 assessment did not take place. The Assessor's office will issue a supplement and the second half tax assessment will show the balance due based on the correction.

**Follow up:** The Assessor will contact Mr. Lukehart.

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**Island County Auditor**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Auditor on Wednesday, March 16, 2011, at 10:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Present:** Sheilah Crider, Auditor, Anne LaCour  
**Others Present:** Elaine Marlow, Budget Director

Record Part 1 @01:14:45

**Subject:** Consider Bids and Award Contract for Official County Legal Newspaper for a term of one year commencing July 1, 2011.

**Attachment:** yes

**Proposed Action:** Official Island County newspaper bids were due on March 10, 2011. One bid was received from the Whidbey Examiner.

**Follow up:** Okay to move forward to the Board's Monday, April 4, 2011 meeting.

**Subject:** Grant Accountability Response from County Departments – worksheets due 2/15

**Attachment:** yes

**Information:** As of March 15, 2011 the following grants are still outstanding and need to be delivered for review to the Auditor's office.

- Conservation Futures Grants, GSA
- REET Technology Grant – Treasurer
- Public Works – one grant outstanding
- WSU Extension – one grant outstanding

**Planning & Community Development**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, March 16, 2011, at 10:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Staff Present:** Bob Pederson, Director

**Others Present:** Elaine Marlow, Budget Director, Dan Mitchell, Rufus Rose

Record Part 1 @01:25:55

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**Subject:** PAA

**Attachment:** none

**Proposed Action:** Authorization for a PAA for an Administrative Assistant position – replacement position for Andreana Richardson.

**Follow up:** Okay with Board.

**Subject: Freeland Subarea Plan**

**Attachments:** none

**Proposed Action:** Discussion on the process and procedures for the upcoming Public Meeting on March 21, 2011 concerning Comprehensive Plan Amendment 244/10: Comprehensive Plan amendments to the Freeland Sub Area Plan, to address the Growth Management Act requirements. This amendment creates the outstanding plan elements and updates the land use element of the Freeland Sub Area Plan. The Board has three options:

**Option 1** – The Board may accept the Planning Commission's recommendation without any changes and adopt Comprehensive Plan Amendment (CPA) 244/10;

**Option 2** – The Board may accept the Planning Commission's recommendation, and make a determination that changes to the proposed CPA 244/10 are necessary, and schedule a future public hearing to consider adoption of a revised CPA 244/10 with any changes deemed necessary by the Board;

**Option 3** – The Board may reject the Planning Commission's recommendation.

Planning staff recommends Option 2.

**Monthly Financial Reports**  
**From Auditor & Treasurer**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, March 16, 2011, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Present:** Anne LaCour

**Others Present:** Elaine Marlow, Budget Director, Rufus Rose

Record Part 2@00:05

**Subject:** Monthly Financial Report

**Attachment:** [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

**Information:** The Budget Director reviewed with the Board the purpose for each of the funds listed on the Auditors Monthly Financial Report. (continued to the Budget Director's work session.)

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 59**  
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**Health Department**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, March 16, 2011, at 1:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Staff Present:** Keith Higman, Director, Kerry Graves, Suzanne Turner, Dr. Roger Case, Whitney Webber, Aaron Henderson

**Others Present:** Elaine Marlow, Budget Director, Rufus Rose

Record Part 2@32:20

**Assessment**

**Subject:** Linda Lee Martens Health Hero of Island County Awards

**Attachment:** none

**Information:** The Island County Board of Health will honor nominees at a Joint Special Board of Health/Community Health Advisory Board ceremony to be held on May 11, 2011 from 5:30 p.m. – 7:30 p.m. in at the Coupeville Performing Arts Center. Commissioner Price Johnson and Commissioner Emerson will attend. Commissioner Homola will be attending a WSAC Board of Directors meeting.

**Subject:** Personnel actions

**Attachment:** none

**Proposed Action:** Keith Higman brought forward a conceptual plan for filling various vacant positions in the Health Department. Keith will work with the Budget Director and Human Resources Director to make sure that funds are available in the Health budget.

**Follow up:** Okay with Board.

**Budget Director**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, March 16, 2011, at 9:40 a.m. and 9:50 a.m. and 2:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

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**Staff Present:** Elaine Marlow, Budget Director

**Others Present:** Rufus Rose, Steve Erickson

Record Part 1 @33:40

**Subject:** Lions Club Day resolution

**Attachments:** draft resolution

**Proposed Action:** *Kelly Emerson moved to approve Resolution C-31-11 proclaiming March 18, 2011 as Lions Club Day in Island County. The motion was seconded by Commissioner Price Johnson and carried unanimously.*

Record Part 1 @47:14

**Subject:** Washington Counties Insurance Fund/Washington Counties Insurance Pool (WCIF/WCIP)

**Attachments:** yes

**Proposed Action:** Commissioner Price Johnson briefed the Board regarding the assessment to be paid by participants in order to fund the deficit in the self insured plans. The assessment is authorized in the governance documents signed by each group when they joined WCIP and required under State law. WCIP has invoiced participants for 80% of the estimated deficit and will not bill for the remaining 20% unless necessary; Total Amount Due: \$59,053.73.

**Follow-up:** The Board approved payment.

**Subject:** NWCAA - ICLEI audit process

**Attachment:** none

**Proposed Action:** Commissioner Price Johnson noted that Facilities staff is working with Sustainable Whidbey Coalition on a Memorandum of Understanding relating to conducting a carbon emission inventory for Island County.

Island County will become a member of ICLEI (Local Governments for Sustainability) and the successful contractor will utilize software available from ICLEI to conduct and quantify the greenhouse gas emission inventory.

**Follow up:** Okay with Board.

**Subject:** Commissioners Comments

**Attachment:** none

**Discussion:**

- On Tuesday, March 15<sup>th</sup>, Commissioner Price Johnson visited the Veterans Resource Center, a non-profit 501c3 located in Freeland and attended the first in a series of Community Visioning meetings on the Shoreline Management Plan update process at the Clinton Community Hall.

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- Commissioner Homola noted that during her trip to the Pentagon she shared information with CNO Admiral Gary Roughead, provided to her by Jerry Pfannenstiel, Island County Veterans Services Coordinator, regarding the needs of local veterans.

Record Part 2@ 47:50

**Subject: Review of funds (continued from Monthly Financial Reports from Auditor and Treasurer)**

**Attachment:** Monthly Financial Report

**Discussion:** The Budget Director continued the review of the purpose for each of the funds listed on the Auditors Monthly Financial Report.

**Subject: Oil Spill Legislation**

**Attachment:** none

**Information:** Letters signed by the Chair were sent to Representative Bailey, Representative Smith and Senator Haugen thanking them for their support of E2SHB 1186 and/or SSB5439.

**Subject: Timeline for 2012 Budget Process**

**Attachment:** none

**Proposed Action:**

**Proposed Budget Calendar**

- **Prior to May 1** - BOCC meets with the Elected Officials and Department Heads to discuss budgetary goals for the upcoming year
- **May** - BOCC and Budget Director meet to discuss budget schedule, process, guidelines, and budget preparation tasks.
- **2<sup>nd</sup> week of June** – Budget Director meets with Elected Officials and Department Heads to distribute budget packets and discuss budget preparation.
- **2<sup>nd</sup> Monday in July** - Elected Officials and Department Heads submit to the Budget Director the budget estimate requests and forms.
- **2<sup>nd</sup> Monday in August** - Budget Director submits a proposed balanced county budget to the BOCC, based upon the Boards goals and priorities.
- **Late August & early September** – BOCC meets as needed with Elected Officials and Department Heads to review the proposed budget and incorporates necessary modifications into the preliminary budget.
- **1<sup>st</sup> Monday in October** - Public hearing on the preliminary budget is commenced or in the alternate on the first Monday in December.



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- **On or before December 31** - BOCC adopts the final budget resolution.

Commissioner Emerson requested information from the Budget Director on the results the County received from partially offsetting the cost increase in providing medical insurance by reducing benefit levels and increasing employee contributions.

Ms. Marlow informed the Board that she will be forwarding a draft Financial Management Policy for their review and comment. She is also working on developing a monthly financial report for the Board.

**Subject: Island County Committees**

**Attachment:** yes

**Proposed Action:** The Board reviewed vacancies, upcoming term expirations and any code changes that need to be made to the Island County committees.

**EXECUTIVE SESSION ANNOUNCED**

The Board of Island County Commissioners will meet in Executive Session as allowed under RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment, beginning at 3:00 p.m., in the Commissioner's Conference Room, County Administration Building. The session was anticipated to last an hour and a half with no announcement afterwards in open public session.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Angie Homola, Chair

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Helen Price Johnson, Member

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Kelly Emerson, Member

ATTEST:

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Elaine Marlow, Clerk of the Board